

Applying from Inside the U.S.

The following instructions are for individuals who are currently in the U.S. and will be starting or changing to H-1B employment at Yale.

Sponsorship

Discuss with the hiring department whether they support sponsoring you in H-1B status.

Yale University must first establish you will be working temporarily at the University in a specialized occupation. OISS will separately work with the hiring department to collect employer related documents. As the beneficiary of Yale visa sponsorship you will NOT have a role in completing the employer related documents.

Basic eligibility requirements for Yale H-1B sponsorship may be found on the [Department Overview page](#) [1].

H-1B Request Process

Once **ALL** H-1B required materials are submitted by both the hiring unit and the H-1B beneficiary, your [OISS adviser](#) [2] will start communicating the petition status via OISS Connect. If your [OISS adviser](#) [2] has questions or needs more information, you will hear from them by email.

Checking Your Status

Your case progress status will be updated at the top of the screen within your H-1B record; as the case processing moves forward, it will show the most current information. Your [OISS adviser](#) [2] will email you confirming when the application has been sent to USCIS, and they will communicate with you on any case updates as OISS hears back from the US Citizenship and Immigration Services (USCIS).

Important Note:

Departure from the U.S. during your H-1B petition process (by both OISS and by the USCIS) will affect your H-1B petition and your ability to return/stay in the U.S. Refrain from all international travel during this process. If you have an unexpected need to leave the U.S., please consult with your [OISS adviser](#) [3] before your departure.

Step 1: Complete the 'Beneficiary' Tab in Your OISS Connect Account

After you receive the 'H-1B instructions for ...' email from your [OISS adviser](#) [2], complete the 'Beneficiary' tab in your OISS Connect account.

- If this is the first time you are using OISS Connect, you will also receive a 'Welcome to Scholar Portal' email with a link to create a new account.
 - If you have already established an account with your previous visa request at Yale, your username and password is unchanged. You may directly go to [OISS Connect](#) [4] and log in with your username and password that have been previously established.
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Step 2: Prepare the Required Documents

Your [OISS adviser](#) [2] will share a cloud folder to which you will upload all the required documents listed below. Please do not email these documents to OISS or your adviser.

All documentation should be in **PDF format** and **without Adobe password security enabled**. Be sure that your

documents meet the following requirements:

- If a file is in an image format (JPG, PNG, BMP, etc.), you can [convert them to PDF using these instructions](#) [5].
- If a file is password protected or similarly secured, [be sure to remove the extra security before uploading](#) [6] so that your adviser can view it. After uploading, your file will be secured so that only you and OISS can access it.
- Please add your name and the document type to the file's title, for example "Lastname Firstname I-94.pdf".

Required Documents for All Beneficiaries

You will need the following documents to complete this section. [Detailed instructions for creating an account and uploading these documents are found below.](#)

- [H-1B Additional Information Form](#) [7]
- Offer letter
- Your C.V.
- Your highest degree certificate, including the degree field (this is required by USCIS).
 - If degree field is not on the certificate, a copy of your transcripts (or an alternative official document that shows the degree field) is required.
 - If not in English, an English translation is also required.
 - If the degree is from outside the U.S., it is **required** to have a credential evaluation completed. The degree evaluation must also contain the degree field. (Contact the company of your choice, or [review the information provided here](#) [8].)
- Your [I-94 record](#) [9].
- Copy of the personal data and expiration page in your passport.
 - If your passport is expiring soon, it should be renewed
 - If you used your old passport at the most recent entry to the U.S. (shown in your I-94), include the expired passport personal data page.
- Current visa stamp

Further Documentation May be Required

If any of the below apply to you, further documentation may be required:

- Are in **F-1 student status** (or on **F-1 optional practical training**); copies of *ALL* of your Forms I-20 (both sides) and EAD.
- Are in **J-1/J-2 status** or have ever been in J-1/J-2 status copies of *ALL* your Forms DS-2019, J-1/J-2 visa stamps and a copy of the waiver of the two-year home residence requirement (if applicable). If J-2, a copy of EAD if applicable.
- Have ever been in **H-1B (or L-1) status**, copies of *ALL* previous Forms I-797 Notice of Action issued by the USCIS.
- Are currently employed in the U.S., copies of your pay stubs for the most recent three months.
- Have green card application pending, provide any documents related to that application (e.g. I-797 receipt/approval notice for I-140/I-130, I-797 receipt notice for I-485, EAD/Advanced Parole, etc.)

For MD Patient Care Clinicians Only

If you are applying for H-1B status that includes clinical responsibilities and patient care, you must also provide the following. OISS will not be able to file the H-1B petition without this information.

- Copies of your unrestricted CT State physician license, registration or certificate, if required by your specialty
- Copies of your ECFMG certification (if your medical degree is from overseas), or a copy of your U.S. or Canadian medical degree certificate

- Copies of ALL USMLE 1, 2, 3 results (except the U.S. medical degree holders)
- Copies of your Board Certification (if applicable).

Step 3: Upload the Required Documents to the Shared Folder

Your [OISS adviser](#) [2] will share a cloud folder to which you will upload all the required documents. Please do not email these documents to OISS or your adviser.

[How to Delete Files](#)

Sponsoring Accompanying Dependents

A spouse or unmarried children (under the age of 21) is eligible for H-4 status.

If you request, OISS, as a courtesy, can include eligible family member(s)'s H-4 visa application(s), Forms I-539 and I-539A, along with Yale's H-1B petition. Forms I-539/539A are considered the individuals' personal application(s) (in other words, it is NOT Yale University's application to the government); therefore, OISS staff can only provide general information on personal immigration matters and may suggest alternate resources for assistance if needed.

Your H-4 family members are responsible for accurately completing their Forms I-539/I539A and providing proper supplemental evidence with their applications. Additionally, they are responsible for fully and properly complying with all laws to maintain their immigration status in the U.S., including maintaining all the legal documents associated with their H-4 status. In extreme cases it may be necessary for them or you to seek assistance from an immigration attorney.

If you want OISS to include their H-4 application in Yale's H-1B petition packet, please upload the following in the same cloud shared folder. Do not use the USCIS "File Online" option*, with your concurrent filing request.

- A signed [Form I-539](#) [10] (scanned copy is acceptable). Please note the following:
 - Thoroughly review [Instructions for Form I-539](#) [10] (see the "Forms and Document Downloads" section).
 - Complete [Form I-539](#) [10] (see the "Forms and Document Downloads" section). The form must be completed and signed by the oldest dependent family member (if multiple H-4 applicants, see below regarding I-539A) as the primary applicant, not the H-1B beneficiary.
 - If the primary applicant is under 14 years of age, a parent or legal guardian must sign on behalf of the minor applicant and complete Part 7 accordingly.
- Additionally, a signed [Form I-539A](#) [11](s) (scanned copy (copies) is acceptable) must be included for any additional family members. Please note the following:
 - The primary applicant of the Form I-539 is not required to complete the Form I-539A.
 - Thoroughly review [Instructions for Form I-539A](#) [10] (see the "Forms and Document Downloads" section).
 - Complete [Form I-539A](#) [11] (see the "Forms and Document Downloads")
 - If the I-539A applicant is under 14 years of age, a parent or legal guardian must sign on behalf of the minor applicant and complete Part 5 accordingly.
- Filing fees: Application fee of \$420 for online, or \$470 for paper filing. See the "Filing Fee" section. This fee covers all applicants that are included in the I-539/ 539A (e.g. for one applicant or a family of three).
 - If paying with a money order, personal check, cashier's check, the check is to be made payable to "U.S. Department of Homeland Security - you must deliver the physical check to OISS.
 - If [credit card payment](#) [12] is preferred, upload a completed and signed [Form G-1450](#) [13], Authorization for Credit Card Transactions.
- Unexpired passport personal data and expiration page for each applicant family member.
 - If their passport is expiring soon, it should be renewed
 - If they used their old passport at the most recent entry to the U.S. (shown in their I-94), include the expired passport personal data page.
- Current visa stamp for each applicant family member.
- [I-94 record](#) [14] for each applicant family member.

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- A copy of the marriage certificate (spouse applicants) and birth certificates for each child applicant. If the original document is not in English, English translation is required.

Further Documentation May be Required

Further documentation may be required for dependents if they have:

- Ever previously been in H (i.e. H-1B or H-4) or L (i.e. L-1 or L-2) status, copies of *ALL* previous forms I-797 Notice of Action issued by the USCIS; if applicable, include a copy of the EAD
- Ever previously been in J (i.e. J-1 or J-2) status, copies of *ALL* Forms DS-2019, visa stamps and a copy of the waiver of the two-year home residency requirement (if applicable). If J-2, a copy of EAD (if applicable).
- Currently hold F-1 or F-2 status (including F-1 optional practical training); copies of *ALL* Forms I-20 (both sides) and EAD (if applicable)
- A green card application pending, provide any documents related to that application (e.g. I-797 receipt/approval notice for I-140/I-130, I-797 receipt notice for I-485, EAD/Advanced Parole, etc.)

Please note that USCIS will directly communicate with the H-4 applicants, even if OISS submits their H-4 application(s) along with the Yale H-1B petition for you. They must look out for USCIS documents (e.g. I-797 receipt/approval notices, etc.) that will arrive in the mail.

* Online I-539/I-539 is available to submit the H-4 application separately, after your H-1B petition receives the petition number from USCIS. If you choose to use the online option, please log in your [OISS Connect](#) [4] account to get your H-1B petition number (it should be available a few weeks after the H-1B petition submission), or contact your [OISS adviser](#) [2].

Source

URL: <https://oiss.yale.edu/immigration/h-1b-temporary-worker/application-overview/applying-from-inside-the-us>

Links

[1] <https://oiss.yale.edu/immigration/h-1b-temporary-worker/departments-overview> [2] <https://oiss.yale.edu/node/184> [3] <https://oiss.yale.edu/about/connect-with-oiss> [4] <https://connect.oiss.yale.edu/> [5] <https://www.wired.com/story/how-to-turn-document-into-pdf/> [6] <https://www.adobe.com/acrobat/how-to/unlock-pdf.html#:~:text=Choose%20%E2%80%9CTools%E2%80%9D%20%E2%80%9CProtect,remove%20it%20from%20the%20document.> [7] <https://yale.box.com/v/h1b-additional-info> [8] <https://oiss.yale.edu/immigration/credential-evaluations-and-translations> [9] <https://oiss.yale.edu/travel-visas/for-students/traveling-to-the-us/i-94-record> [10] <https://www.uscis.gov/i-539> [11] <http://www.uscis.gov/i-539> [12] <https://www.uscis.gov/pay-with-a-credit-card> [13] <https://www.uscis.gov/g-1450> [14] <https://oiss.yale.edu/travel-guidance/i-94-record>